

Adult Short Term Training

Title: Short-Term /Adult Training Classes Program Approval

Short-term/Adult training is delivered on-site at the business or industry, at convenient locations, on campus, or via telecommunications. The primary focus is delivery of high quality Professional-Technical Education courses to individuals in the current/incumbent workforce. The secondary focus is for individuals in the transitional workforce, the emerging workforce, and entrepreneurs.

The Workforce Training Network coordinates delivery of statewide customized training to meet the needs of Idaho's employers and citizens. Short-term training classes are added to the Workforce Training Network curriculum after approval by the State Board for Professional-Technical Education.

Postsecondary Professional-Technical Education schools shall maintain the following for audit purposes: enrollment of students; attendance documentation of students; teacher certification; evaluation of each class conducted; and, instructor documentation of all expenses incurred in the operation of each class in a project.

Persistent operation of unjustified inefficient classes will result in probation and may result in budget reductions.

Classes must be approved by the State Board for Professional-Technical Education. The content and instructional hours enable participants to achieve the expected competencies.

Approval to offer short-term classes that are not listed in the postsecondary short-term professional-technical training class catalog is requested by providing notice to the Division.

A class outline with objectives must be submitted on the New Course Outline/Application for Approval form. After items 1-6 are completed and attached to the Approval form, it may be submitted by the Division to the Board for approval.

Forms:

New Course Outline/Application for Approval

Contact Burton Waite, Marketing Education and Economic Development, 208-334-3216 or bwaite@pte.idaho.gov .

Approved: July 1, 2005